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MEMORANDUM OF UNDERSTANDING (MOU)**For the Enterprise Human Resources Integration Initiative (EHRI)****Between the****U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM),****And****U. S. CONSUMER PRODUCT SAFETY COMMISSION****I. PARTIES**

The parties to this Memorandum of Understanding (MOU) are the U.S. Office of Personnel Management (OPM), Enterprise Human Resources Integration initiative (hereinafter referred to as "EHRI") and the U. S. Consumer Product Safety Commission (hereinafter referred to as "the Partner Agency").

II. PURPOSE

The EHRI initiative is improving Federal human capital management by enabling the Federal Government to practice world class management of human capital through the electronic access, analysis, storage and exchange of human resources (HR) information on a Government-wide basis. The purpose of this MOU is to describe the services that EHRI will provide to the Partner Agency, identify the Partner Agency's contribution for these services, and otherwise define the roles and responsibilities of the parties. This MOU is not intended to obligate the funds. A separate Statement of Work and Interagency Agreement will be executed describing the particular work to be done and transferring funds for that work.

III. AUTHORITIES

OPM and the Office of Management and Budget (OMB) have determined that a standard, Governmentwide approach to gathering, maintaining, analyzing, and storing Federal employee personnel data is needed. As described in Section IV, such an approach will promote and improve the acquisition, use, and disposal of HR information technology by the Federal Government, improve the productivity, efficiency, and effectiveness of Federal employees, and result in significant savings for agencies. To allow Federal agencies to realize these benefits EHRI provides personnel information management services to other Federal agencies as further described in this MOU and accompanying attachments. This agreement is entered into under the authority of OPM's Revolving Fund, 5 U.S.C. Section 1304(e)(1).

IV. BACKGROUND

The EHRI initiative is one of the President's Management Council approved e-Government initiatives supporting the President's Management Agenda (PMA). The mission of the EHRI initiative is to enable the Federal Government to practice world class management of human capital through the electronic access, storage, analysis and exchange of HR information on a Government-

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wide basis. In order to reach this goal, OPM will work with Partner Agencies to meet the following objectives:

- Establish personnel data standards to be used consistently across the Federal Government;
- Establish a data repository for Federal HR data that will act as a hub for data exchanges between Partner Agencies;
- Establish a hosting environment to be used by Partner Agencies for an electronic Official Personnel Folder (e-OPF);
- Provide support to Partner Agencies for the implementation of the e-OPF; and
- Provide appropriate EHRI workforce analysis tools for Government-wide analysis and reporting supported by the EHRI HR data repository.

A more detailed description of the initiative is contained in Attachment 1, "Project Description." EHRI will implement these systems through a series of releases that will each deliver additional personnel data for workforce analysis and system functionality.

V. ROLES AND RESPONSIBILITIES

To allow the Partner Agency to realize the benefits described herein and to facilitate the Partner Agency's migration to the EHRI solution, OPM will develop and provide the following services:

1. Build a comprehensive electronic data warehouse and transfer capability which will then be used as:
 - a. A data source to satisfy the Partner Agency's personnel data reporting requirements to OPM and oversight agencies and bodies;
 - b. The means of transferring a copy of an employee's information to a new employing agency in the event of transfer;
 - c. The means of transferring a copy of an employee's record to the OPM retirement benefits system in the event of retirement;
 - d. The official copy of an employee's record in the event of separation from Federal service; and
 - e. The source data for Federal workforce analysis tools provided by EHRI.
2. Build standard interfaces to allow exchange of HR data between agencies and the EHRI data warehouse;
3. Lead the effort to define electronic personnel data and imaging standards. These standards will support the EHRI e-OPF solution, the comprehensive electronic data warehouse, and the electronic transfer, separation and retirement of employee records;
4. Purchase licenses for an e-OPF solution and provide an e-OPF hosting environment and support;
5. Provide support for the implementation of the e-OPF;
6. Develop, implement and provide access to workforce analysis tools; and

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7. Provide support for implementation of EHRI Business Intelligence (BI) tools, and workforce and analysis tools.

Partner Agencies are expected to participate in EHRI by performing the following key activities:

1. Advise and assist the EHRI project staff in developing policies, standards and procedures for e-OPF implementation and the incorporation of various Federal personnel and payroll systems into a Federal network. This would entail providing information to EHRI about Partner Agency's personnel business processes, workflow and personnel data standards;
2. Provide advisory support to the EHRI Project Office (PO) throughout the development and fielding of EHRI by assigning staff as needed to support various EHRI project workgroups, to be established under the EHRI Partners Steering Committee or by the EHRI PO;
3. Provide an appropriate senior level official to sit on the EHRI Partners Steering Committee and/or other EHRI governance or advisory bodies;
4. Provide EHRI specified data to the EHRI data warehouse and, where applicable, provide data necessary for specific applications such as eOPF (all required data must be sent in accordance to data, image, and interface standards and at required frequencies);
5. Acknowledge the Partner Agency's participation in the EHRI project in relevant budget and program documents;
6. Use EHRI capabilities and services, such as workforce analysis and forecasting tools, which give agencies the ability to view their own agency personnel information; and
7. Reimburse EHRI for the costs of providing the EHRI services, in accordance with the Statement of Work and Interagency Agreement executed pursuant to this MOU.

VI. DURATION OF AGREEMENT

It is the intent of the parties for the Partner Agency to participate in EHRI on a permanent basis. This agreement shall be effective on the date when all of the parties have signed the agreement. It shall continue in effect for a period of five years or until it is terminated. This agreement will automatically renew for successive five year periods unless the parties determine, after reviewing the agreements, that they do not want to continue. This agreement can be terminated at any time by either party with 120 days written notice.

VII. DISPUTE RESOLUTION MECHANISM

Partner Agency agrees that any complaints, issues or concerns regarding service through EHRI that are not satisfactorily addressed by the EHRI PO staff will be communicated from the Partner Agency's Office of Human Resources to the EHRI Project Manager for resolution. In the event the problems persist, the issues or concerns will be communicated to the OPM Director of e-Government for resolution. In the event the problems still persist, a meeting shall be held between the EHRI Project Manager, the OPM Program Director of e-Government, the Partner Agency Office of Human Resources, the OMB Internal Efficiency and Effectiveness e-Gov Portfolio Manager, and the OMB Resource Management Officers for the Partner Agency and OPM. At this

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meeting, the problems will be discussed, potential solutions identified, and a plan of action and resolution defined and agreed upon.

VIII. POINTS OF CONTACT

Partner Agency agrees that the Office of the Human Resources within Partner Agency shall be the primary point of contact with the EHRI PO. The Partner Agency further agrees that its Office of Human Resources will be responsible for ensuring that any required program offices within Partner Agency communicate and cooperate with the EHRI PO to implement this MOU and the EHRI products and services.

IX. TRANSFER OF FUNDS

Through EHRI, OPM will develop and provide the capabilities noted above in return for financial support from the Partner Agency. The parties agree to enter into an Interagency Agreement, which will encompass a Statement of Work, as the basis for transferring funds from the Partner Agency to OPM in consideration for Partner Agency's usage of the EHRI e-OPF infrastructure, analytics tools and support services as selected in the associated Interagency Agreement. Upon mutual agreement of the Partner Agency and OPM, the fee for these services may be adjusted annually, or at other times determined by EHRI, based on evaluation of the Partner Agency's use of EHRI services.

The parties agree to enter into an Interagency Agreement as the basis for transferring funds from Partner Agency to OPM. The Partner Agency also agrees that funds to support EHRI activities will be re-programmed to appropriate program offices within Partner Agency as needed to implement this MOU.

X. SIGNATURES

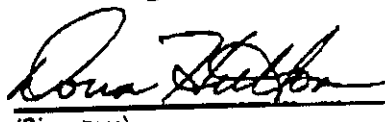
The undersigned agree to the terms and conditions of this Memorandum of Understanding:

Authorizing Signatures

Norm Enger
U. S. Office of Personnel Management
E-Government Program Director

Donna Hutton
U.S. Consumer Product Safety Commission
Contracting Officer

 9/30/05
(Signature) (Date)

 9/30/05
(Signature) (Date)